

How to Access HR Manager and Transactor Pages in PAC – Job Aid

Visit the CUHR website for more information on HR related policies, processes and training.

Step 1: Navigate to myColumbia

Navigate to 'my.columbia.edu' and log in with your UNI and Password. Links appear across the top and access to pages is determined by your security role(s). The **HR Manager** tab will be available immediately once access is administered. **Enterprise Reporting** tab will be available the day after access is administered.



Step 2: Access PAC, Reports, Tools, and Additional Resources

Select the PAC icon from the **HR Manager** page to access HR System functions such as Manager Self-Service, Template-Based Hire, Labor Accounting, TLAM and more. Direct links and icons are available for Reports, TalentLink, as well as various Tools and Resources such as ELM and the HR Manager Toolkit.

- To access **PAC**, select the **People at Columbia** icon.



- Select the **Reports** tab to access HR reports. Available reports include:

<p>PAC Self-Service Reports Generate Personnel Action Report; Department Earnings Register; Department Payroll Register, etc.</p>	<p>Labor Accounting Reports (e.g. Payroll Suspense Report) Requires VPN  if accessing reports via wireless or remote connection</p>	<p>HR Manager Reports (e.g. Personal and Job Data, Termination)</p>
<p>Payroll Reports (FDS) Payroll reports available in the Financial Data Store (FDS)</p>	<p>PAC Annual Recertification Report Reports to support faculty recertification</p>	<p>Student Information System (SIS) System for admissions, student records (registration, grades, course/class, transcripts, certifications, degree audit), financial aid, student accounts, and housing</p>
<p>Reporting Resources Accounting & data reports, stationery, and mass mailing lists</p>		

For more information on generating HR reports, access the [Human Resources Reporting Training Guide](#) on the HR Website.

Step 3: Access Functions using Tiles from the Home Page.

Select a tile from the **Manager Self Service (MSS)** home page to quickly arrive at the page or groups of pages related to a specific functionality.

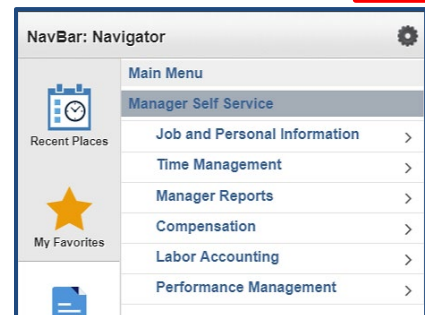


Note: If you are on the Self-Service page, select the Manager Self Service tile to view the MSS Tiles.



- Use **HR Transactions** to access TBH, eTermination, paper transactions submissions, and ad-hoc salary changes. You can also view job and personal information for employees including generating PAFs. Access to functions is determined by approval of security role.
- Use **LA Transactions** for Salary Distributions, Cost Transfers and Combo Code information
- Use **Worklist** to access transactions for approval (per security role)
- The **Time & Attendance WorkCenter** is used for recording timesheets and time off for departments using TLAM.

To navigate using the menu, open the pancake menu (three stacked bars) on the right side of the screen.



For more information and to view PAC training courses, log in to the [Enterprise Learning Management \(ELM\)](#) and browse for HR System Training.

Key Points:

1. The PAC application is available daily except for these times:

- Monday – Saturday: 12:00 a.m. – 6:00 a.m.
- Thursday: 5:00 p.m. – 7:00 p.m.

There may also be occasional system downtime outside the above times to accommodate required system maintenance. You will receive a notification when this occurs.

2. In order to make sure your personal information remains private, remember to log out of PAC by clicking the “Sign Out” link in the upper right corner of the page when you are finished.
3. Also, when you are finished, in order to make sure your work information remains private, remember to log out of the myColumbia Portal by clicking the “Log Out” link in the upper right corner of the myColumbia portal page.
4. If you are accessing People@Columbia from a public access terminal, e.g., campus kiosk, please be sure to also close the browser, and relaunch the browser, to help make sure that your personal information remains private.
5. In general, please access People@Columbia only from locations with which you are familiar; avoid internet cafes, conference kiosks, etc.